MASTER DATA MAINTENANCE

SECTION B-7

B-7   MASTER DATA MAINTENANCE

B-7.1   OVERVIEW

Data maintained in this module controls the following facets of the system:
● Set PRISM coordinators' passwords.
● Establish project managers' names and passwords.
● Add new projects and maintain data for old ones.
● Establish survey/ped and ped/construction connections.
● Establish subproject/separable element records.

PRISM coordinators are the **only** users allowed to insert, delete, or update any records in this module. Users established as Project Managers may only view this data.

```
15-JUL-99                MASTER  DATA  MAIN  MENU         061697PH MASTER


                1 - District/Division Maintenance

                2 - Manager Maintenance

                3 - Project Maintenance

                4 - Survey/PED/Construction Connection Maintenance

                5 - Project List

                6 - Subproject/Separable Element Maintenance

                7 - Subproject/Separable Element List

                                                      ▶

                        99 - Exit from PRISM

                        Enter Your Choice: ■

[F10]--Previous menu [PgDn]--Check jobs running [HOME]--Go to reports directory
Count: *0                                                          <Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)

B-7.2   DISTRICT/DIVISION MAINTENANCE

This screen contains data associated with each EROC code, such as name, abbreviation, and PRISM coordinator's password. Only HQUSACE may insert or delete these records. Field PRISM coordinators may update existing records.

```
15-JUL-99              DISTRICT/DIVISION MAINTENANCE      053097PH DIVDIS


                              EROC  AC


         DIST/DIV NAME       HUNTSVILLE

         DIST/DIV.ABRV.      HNC

         COORDINATOR NAME    ANGELA W. PHILLIPS

         COORDINATOR PASS    A0XX     PHONE 256-895-1454

         MAXIMUM NUMBER OF WORKING LEVELS FOR:  PB2A    6
                                                PBS     6
                                                2101    9
                                                FORCON  9




Count:  1          v                                      <List><Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 1 (District/Division Maintenance)

Data elements on this screen are:

EROC
The two-character Engineer Reporting Organization Code.

DIST/DIV NAME
The official name of the EROC.

DIST/DIV. ABRV
The three-character abbreviation for the EROC, such as MVD, MVK, etc.

COORDINATOR NAME

The name of the EROC's primary PRISM coordinator.

COORDINATOR PASS
The EROC's PRISM coordinator password. Data in this field will only display if the user has signed on as a PRISM coordinator.
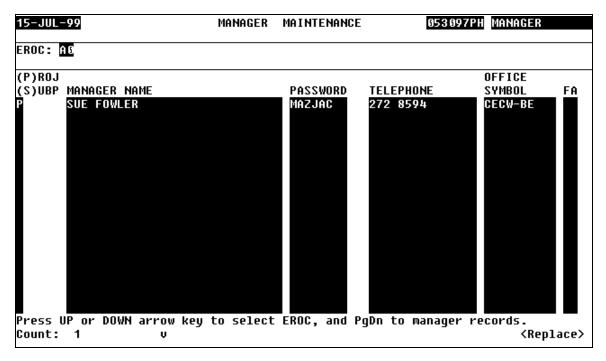
PHONE
The phone number of the EROC's primary PRISM coordinator.

MAXIMUM NUMBER OF WORKING LEVELS FOR (EACH MODULE)
These parameters set the maximum number of levels which can be used for each module for the EROC. For example, if a '5' is entered for PB2A then levels 0 through 5 can be used. If a '7' is entered, then levels 0 through 7 are available. Levels B and C are not restricted by this data element.

B-7.3   MANAGER MAINTENANCE

The Managers Maintenance screen is used to establish project or subproject managers. Update of levels 1 thru 9 of a project may be restricted to particular project managers.

```
15-JUL-99                  MANAGER  MAINTENANCE          053097PH MANAGER

EROC: AG

(P)ROJ                                                       OFFICE
(S)UBP  MANAGER NAME                  PASSWORD   TELEPHONE    SYMBOL      FA
P       SUE FOWLER                    MAZJAC     272 8594     CECW-BE






















Press UP or DOWN arrow key to select EROC, and PgDn to manager records.
Count:  1          v                                           <Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 2 (Manager Maintenance)

Data elements on this screen are:

EROC
The two-character Engineer Reporting Organization Code.

(P)ROJ/(S)UBP
This identifies the manager as either a Project manager (P) or a subproject manager (S). Project manager (P) is the default.

MANAGER NAME
The name of the manager. The suggested format is last name, first name and middle initial with a space between each element.

PASSWORD
The manager's password. This password must also be entered on all of the manager's projects using the Project Maintenance screen (see section B-7.4 later in this chapter). If the password is changed, the system will automatically change all the associated passwords on the projects handled by the manager.

TELEPHONE
Telephone number of the manager.

OFFICE SYMBOL
This is the correspondence symbol of the project manager.

FA
This is a two-character Finance and Accounting organization code.

Screen Navigation
- If the EROC queried has more project managers than can fit on one screen, use **Shift   F2,   NEXT SET OF RECORDS,** to view the next page.
- ADDING NEW MANAGERS: Enter   **F9,   CREATE RECORD** key.
- DELETING MANAGERS: Place the cursor on the name of the manager to be deleted and enter the **Shift   F5,   DELETE** key combination. The system will delete this manager and **blank** all project passwords that match the deleted manager's password.

B-7.4   PROJECT MAINTENANCE

The Project Maintenance screen is used to **ADD** new projects and **CHANGE** data on existing projects. A project record must be created before data for that project may be entered into any of the PRISM application modules. Only HQ may delete project records.

```
28-AUG-01                 PROJECT MAINTENANCE        032901PH PROJECT

            EROC: ▮    APPN: ▮   CCS: ▮    PWI: ▮▮


    PROJECT NAME: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮


            LOCAL PROJECT CD:   ▮▮
            MANAGER PASSWORD:   ▮
            TRUST FUND (I/H/N): ▮
            ACT LANGUAGE (Y/N): ▮



Enter a query;  press F3 to execute, F10 to cancel.
Count: *0                      ENTER QUERY              <List><Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 3 (Project Maintenance)

Data elements on this screen are:

EROC
The two-character Engineer Reporting Organization Code.

APPN
A one or two character code used to identify the appropriation.

CCS

This three character code identifies the category/class/sub-class of the project.

PWI
This six character code is the Project Work Item identifier for the project. The first character must be a zero or '1'.

PROJECT NAME
The project name should be the same as the one reported on the budget justification sheets followed first by the primary state in which the project is located, then by each additional state as appropriate. Use the 2-character state abbreviations; *do not spell out state names*. Only HQUSACE may change existing names of projects which exist in the PBS module.

LOCAL PROJECT CD
This five character code is a project number assigned by the district. When a new project is created, if this field is not entered by the user then by default it will be loaded with the last five digits of the PWI number.

MANAGER PASSWORD
This is the password of the manager assigned to the project. If this password is filled in, then levels 1-9 may be updated only by field users who sign into PRISM with that password or the PRISM coordinator password. If this field is left blank, then any valid password within the EROC may be used to update levels 1-9. This is an optional field.

TRUST FUND (I/H/N)
This code tells the system that the project is an Inland Waterways Trust Fund project (I), a Harbor Maintenance Trust Fund project ('H'), or a non-Trust-Fund project ('N'). The default is 'N'. The PB2A module does a 50/50 split for estimates on project codes with an 'I'.

ACT LANGUAGE (Y/N)
When this code is set to 'Y', it identifies the project as an Act Language project, which applies only to General Investigations. The default is 'N'.

Screen Navigation

QUERY DATA BASE:
- When you first enter this screen, you are immediately placed in query mode to allow you to select the project(s) you wish to update. Queries can be executed by using any combination of data fields. If you are a district user, then the project retrieval is restricted to projects assigned to your district. Division users may select any EROC within the division. HQUSACE users may select any EROC.

The following examples illustrate various queries:

ALL PROJECTS WITHIN A DISTRICT:
- Enter EROC, leave all other fields blank.
- Press **F3 EXECUTE QUERY**. All the projects within the specified EROC will be retrieved. Use

the **UP-ARROW** and **DOWN-ARROW** keys to move from one project to another.

ALL PROJECTS WITHIN A DISTRICT, APPROPRIATION:
- Enter the EROC and APPN. Leave all other fields blank.
- Press **F3 EXECUTE QUERY.** All projects within the EROC, APPN will be retrieved. Use the **UP-ARROW** and **DOWN-ARROW** keys to move from one project to another.

ALL PROJECTS WITHIN A DISTRICT, APPROPRIATION, CATEGORY/CLASS/SUBCLASS:
- Enter the EROC, APPN and CCS. Leave all other fie lds blank.
- Press **F3 EXECUTE QUERY**. All projects within the EROC, APPN, CCS will be retrieved. Use the **UP-ARROW** and **DOWN-ARROW** keys to move from one project to another.

A SINGLE PROJECT:
- Enter the EROC, APPN, CCS and PWI. Leave all other fields bla nk.
- Press **F3 EXECUTE QUERY**. The project will be retrieved if it is in the data base. If the project is not in the data base the system will respond with the message *'Query caused no records to be retrieved'.*
- To retrieve another project, you must press **F2 ENTER QUERY**, enter the appropriate information, and then press **F3 EXECUTE QUERY** again.

PROJECTS USING LOCAL PROJECT NUMBER:
- Enter the EROC and LOCAL PROJECT CODE. Leave all other fields blank.
- Press **F3 EXECUTE QUERY**. The project will be retrieved if it is in the data base. Since local project code is not a unique code there may be multiple projects. If the project is not in the data base, the system will respond with the message *'Query caused no records to be retrieved'.*
- If multiple projects are retrieved, you may use the **UP-ARROW** and **DOWN-ARROW** keys to move from one project to another. If only one project met the query criteria, to retrieve another project you must press **F2 ENTER QUERY**, enter the appropriate information, and then press **F3 EXECUTE QUERY** again.<MO>

PROJECTS USING PROJECT NAME:
- Enter the EROC, and the NAME. Leave all other fields blank. The wildcard character (%) may be used. For example enter 'SACRA%' to retrieve all projects whose names begin with 'SACRA'.
- Press **F3 EXECUTE QUERY.** The project will be retrieved if it is in the data base. If the project is not in the data base the system will respond with the message *'Query caused no records to be retrieved'.*
- If multiple projects are retrieved, you may use the **UP-ARROW** and **DOWN-ARROW** arrow keys to move from one project to another. If only one project met the query criteria, to retrieve another project you must press **F2, ENTER QUERY**, enter the appropriate information, and then press **F3, EXECUTE QUERY** again.

CHANGING DATA:

To move the cursor to the field(s) to be changed use the following keys:

- **Tab or Enter** will advance the cursor to the next field.
- **Shift Tab** will move the cursor back one Field.
- **Only the system manager can change the EROC, APPN, CCS, and PWI fields because they comprise the unique key which identifies a project.**

ADDING NEW PROJECTS:

- **If you are in query mode (the message "*ENTER QUERY*" appears at the bottom of the screen), press F10** and you will be placed in add mode. If this message is not at the bottom of your screen, press **F9 CREATE RECORD** to enter add mode.
- After entering the desired data, press the **End COMMIT** key to save it to the database.

DELETING PROJECTS:

Not allowed from this screen.

EXITING SCREEN

- Press the **End COMMIT** key to record all the changes to the data base.
- Press the **F10 EXIT** key to exit this screen and return to the **MASTER DATA MAIN MENU** screen. If you did not press the **End COMMIT** key, the system will prompt whether or not to save the changes.

B-7.5 SURVEY/PED/CONSTRUCTION CONNECTION MAINTENANCE

This screen is used by the PBS module to establish explicit survey/ped and ped/construction connections. **See the PBS chapter (section B-2.5) in this manual for more discussion concerning these connections.**

```
15-JUL-99 SURVEY/PED/CONSTRUCTION CONNECTION MAINTENANCE 073097PH PRJLIFE


PARENT: ER LPRJ  APPN CCS  PWI    SS1     NAME
        -- ----- ---- --- ------ ------ - ------------------------------------
        ██ █████ ██  ███ ██████ ██████ █ ████████████████████████████████████
CHILD: ██ █████ ██  ███ ██████ ██████ █ ████████████████████████████████████








Enter a query;  press F3 to execute, F10 to cancel.
Count: *0                        ENTER QUERY                        <Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 4 (Survey/PED/Construction
Connection Maintenance)

To establish a connection between a particular survey and a PED project, enter the survey as the **parent** and the PED project as the **child**. To establish a connection between a PED project and a construction project, enter the PED project as the **parent** and the construction project as the **child.** A **parent** may not have more than one **child**, and a **child** may not have more than one **parent**. The data elements on this screen are:

EROC
The two-character Engineer Reporting Organization Code.

LPRJ
This five character code is an optional project identifier for local use.

APPN
A one or two character code used to identify the appropriation.

CCS
This three character code identifies the category/class/sub-class of the project.

PWI
This six character code is the Project Work Item identifier for the project.

SS1
A code used to identify portions of a project; such as survey interims, separable elements, and subprojects.

PROJECT NAME
The project name is a display-only field on this screen.

Screen Navigation

QUERY DATA BASE:
When you first enter the screen, it will be in query mode. To see if a manual connection already exists, enter data values to identify the record you are searching for and then press **F3** to execute the query.

ADDING NEW CONNECTIONS:
- If the screen is in query mode (the words 'Enter Query' display at the bottom of the screen), press **F10** to exit query mode. Then press the **F9** (Create Record) key. Enter all fields for the parent and child. LPRJ is optional.
- When you have finished entering the data press the **End** (Commit) key.

DELETING CONNECTIONS:
- You may do this at the **parent** or **children** data line by pressing **Shift F5** (Delete).

B-7.6 PROJECT LIST

The Project List screen is a query-only screen which allows you to see a list of the project records which exist in the database.

```
15-JUL-99              P R O J E C T    L I S T        052996PH PRJLIST

EROC APPN CCS  PWI    LPRJ                        NAME

A0   A    140  014149 KARL2 DEVELOPMENT OF A FEDERAL INFRASTRUCTURE STRATEGY
A0   A    140  014190 14190 ENVIRONMENTAL SERVICE PARTNERSHIPS
A0   A    382  031382 31382 GEN INVESTIGATIONS, MAGLEV
A0   BZ   B11  038029 38029 EPA SUPERFUND MANAGEMENT & SUPPORT FY98
A0   BZ   B12  01EA03 1EA03 EPA SUPERFUND TRAINING   91
A0   BZ   B12  02EA00 2EA00 *****  NO PROJECT NAME   *****
A0   BZ   B12  038020 38020 INHOUSE ECUP SUPPORT
A0   BZ   B12  038022 38022 HNC/MCACES
A0   BZ   B12  038029 38029 EPA SUPERFUND MANAGEMENT & SUPPORT FY98
A0   BZ   B12  038030 38030 PARAMETRIC MODEL SPECS
A0   BZ   B12  03EA00 3EA00 EPA SUPERFUND TRAINING   93
A0   BZ   B12  03EA01 3EA01 HAZRISK & MCACES
A0   BZ   B12  05EA00 5EA00 FY95 EPA SUPERFUND MANAGEMENT
A0   BZ   B12  05EA01 5EA01 FY95 EPA MCACES/HAZRISK
A0   BZ   B12  05EA41 5EA41 FY95 HTRW GUIDE SPECS
A0   BZ   B12  067331 67331 SUPERFUND M&S

Count:  16           v                                    <Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 5 (Project List)

When you first enter this screen, the system automatically queries all projects within your EROC. Use the **Shift F2** function key to scroll to the next set of projects. If you wish to define your own query, enter **F2** and then enter the values you want to query on using one or more of the screen fields. Then press **F3** to execute the query.

B-7.7 SUBPROJECT/SEPARABLE ELEMENT MAINTENANCE

The Subproject/Separable Element Maintenance screen allows you to create and maintain data concerning projects which are split into sub-projects, separable elements, or survey interims. PRISM allows projects to be split into two levels of breakout (SS1, SS2). This screen maintains both of these subdivisions.

```
15-JUL-99    SUBPROJECT / SEPARABLE ELEMENT MAINTENANCE    071597PH SUBSE

          EROC: ▊  LPRJ:▊▊▊▊    APPN:▊  CCS:▊▊   PWI:▊▊▊▊


          SUBPROJECT/SEPARABLE ELEMENT CODE:    ▊▊▊
          (S)UBPROJECT OR SEPARABLE (E)LEMENT?  ▊
          SUBPROJECT/SEPARABLE ELEMENT LPRJ:    ▊▊▊▊▊



   NAME:▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊




Enter a query;  press F3 to execute, F10 to cancel.
Count: *0                    ENTER QUERY                 <Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 6 (Subproject/Separable Element
Maintenance)

Data elements on this screen are:

EROC
The two-character Engineer Reporting Organization Code.

LPRJ
This five character code is an optional project identifier for local use.

APPN
A one or two character code used to identify the appropriation.

CCS

This three character code identifies the category/class/sub-class of the project.

PWI
This six character code is the Project Work Item identifier for the project.

SUBPROJECT/SEPARABLE ELEMENT CODE
A code used to identify portions of a project; such as survey interims, separable elements, and subprojects.

(S)UBPROJECT OR SEPARABLE (E)LEMENT
A code used to identify the type of breakdown. The valid codes are:
- "E" = Separable Element
- "S" = Subproject

SUBPROJECT OR SEPARABLE ELEMENT LPRJ
An optional field which contains the Local Project Identifier (LPRJ) of the Subproject / Separable element if different than the parent project's Local Project Identifier.

NAME
The name of the subproject/separable element/interim.

B-7.8 SUBPROJECT/SEPARABLE ELEMENT LIST

The Subproject/Separable Element List screen is a query-only screen which allows you to see a list of the SS1/SS2 records which exist in the database.

```
15-JUL-99           SUBPROJECT / SEPARABLE ELEMENT LIST      041897PH SSLIST

                                      SSE  SSE
ER AP CCS  PWI    LPRJ   SSE    LPRJ  TYPE            NAME

AG A  100  0JCB01 JCB01  001          E    CASTLE DAM AND LAKE
AG A  100  0JCB01 JCB01  002          E    BEAR DAM AND LAKE
AG A  100  0JCB01 JCB01  003          E    HAYSTACK DAM AND LAKE
AG A  100  0JCB01 JCB01  004          E    LOWER BEAR CREEK CHNL IMPR
AG A  100  0JCB01 JCB01  006          E    FISH & WILDLIFE MIT LWR BEAR C
AG A  100  0JCB01 JCB01  007          E    UPPER BEAR CREEK CHNL IMPR
AG A  100  0JCB01 JCB01  008          E    ENGINEERING AND DESIGN
AG A  100  0JCB01 JCB01  009          E    SUPERVISION & ADMINISTRATION
AG A  100  0JCB01 JCB01  010          E    NON-FEDERAL COSTS REMAINING PROJECT
AG B  700  099993         1           S    UNKNOWN
AG B  700  099993         2           S    UNKNOWN
AG BZ B12  038029 38029   1           S    FY98 SUPERFUND TRAINING
AG BZ B12  038029 38029   2           S    GUIDE SPEC ECUP SUPPORT
AG E  140  001727         1           S    PROG DEV COURSES
AG E  140  001727         2           S    EXEC MGT DEV
AG E  140  017270         1           S    PROG DEV COURSES


Count:  16            v                                          <Replace>
```

Screen Selection:
PRISM Main Menu -- 7 (Master Data Maintenance)
Master Data Main Menu -- 7 (Subproject/Separable Element List)

When you first enter this screen, the system automatically queries all projects within your EROC. Use the **Shift F2** function key to scroll to the next set of projects. If you wish to define your own query, press **F2** and then enter the values of the query you desire. Then press **F3** to execute the query. See the previous section (B-7.7) for definitions of these data fields.